



## LCT Show East

Harrah's Resort Atlantic City - Atlantic City, New Jersey  
November 4 - 6, 2018

Event Code: M161381118

**Connect With Us!** email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274  
mail 7079 Oakland Mills Rd,  
Columbia, MD 21046

Show Information

## BOOTH PACKAGE

Items provided in your booth, per exhibitor:  
8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Black  
Aisle carpet color: Facility is carpeted

## EXHIBIT SHOW SCHEDULE

<b>General Exhibitor Move-in:</b>	Saturday, November 3, 2018	9:00 AM	to	10:00 AM	<b>Green Section</b>
		10:00 AM	to	11:00 AM	<b>Blue Section</b>
		11:00 AM	to	12:00 PM	<b>Yellow Section</b>
		1:00 PM	to	2:00 PM	<b>Orange Section</b>
		3:00 PM	to	4:00 PM	<b>Red Section</b>

**Each section is timed for exhibitor move-in marshalled from vehicle lot to roll-up door**

*\* Colored sections are mapped on on the floorplan on the next page*

	Sunday, November 4, 2018	8:00 AM	to	3:00 PM	Exhibitor Setup/Freight move in (no vehicles)
<b>Exhibit Hours:</b>	Sunday, November 4, 2018	5:30 PM	to	7:30 PM	
	Monday, November 5, 2018	12:00 PM	to	5:00 PM	
	Tuesday, November 6, 2018	11:00 AM	to	2:00 PM	
<b>Exhibitor Move-out:</b>	Tuesday, November 6, 2018	2:00 PM	to	6:00 PM	

*\* Vehicles must exit at assigned times but may park in marshalling yard a walk to get sign ins.*



2:00 PM	<b>Red Section</b>
2:30 PM	<b>Orange Section</b>
3:00 PM	<b>Yellow Section</b>
3:30 PM	<b>Blue Section</b>
4:00 PM	<b>Green Section</b>

**Freight Reroute Begins\*** Tuesday, November 6, 2018 5:00 PM

*All outbound carriers must be checked in by this time*

## SHIPPING ADDRESSES

### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
LCT Show East  
UPSF - Shepard Expo c/o Marano  
9820 Blue Grass Rd  
Philadelphia, PA 19114

### Direct Shipments Address

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
LCT Show East  
Harrah's Resort Atlantic City  
777 Harrah's Blvd  
Atlantic City, NJ 08401



## IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Friday, October 5, 2018
Exhibitor appointed contractor notification deadline:	Friday, October 5, 2018
First day for warehouse deliveries without a surcharge:	Friday, October 5, 2018
Discount price deadline for standard Shepard orders:	Friday, October 12, 2018
Last day for warehouse deliveries without a surcharge:	Friday, October 26, 2018
Last day for warehouse deliveries*:	Thursday, November 1, 2018

*Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.*

First day freight can arrive at show facility: Saturday, November 3, 2018 at 8:00 AM



## LCT Show East

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Discount Deadline **Friday, October 12, 2018**

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Quick Facts

## Exhibitor Move Out

Tuesday, November 06, 2018 2:00 PM to 6:00 PM

## Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Tuesday, November 06, 2018 5:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Tuesday, November 06, 2018 5:00 PM

## Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.